

A Publication of the
National Wildfire
Coordinating Group

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM

Sponsored by
United States
Department of Agriculture

TASK BOOK FOR THE POSITION OF

United States
Department of the Interior

FIRE BEHAVIOR ANALYST (FBAN)

National Association of
State Foresters

(WILDFIRE ASSIGNMENT REQUIRED)



PMS 311-29
NFES 2339

August 1993

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

**VERIFICATION / CERTIFICATION OF COMPLETED TASK BOOK
FOR THE POSITION OF**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures. I also verify that

has performed as a trainee and should therefore be considered for certification in this position.

EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION :

I certify that

has met all requirements for qualification in this position and that such qualification has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Additional copies of this publication may be ordered from:

National Interagency Fire Center, ATTN: Supply
3833 S. Development Avenue
Boise, Idaho 83705-5354

Order NFES # 2339

NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

Position Task Books (PTB) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. Some positions also required that specific tasks be performed on a wildland fire—performance of these tasks on other types of incidents are NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the Wildland Fire Qualification Subsystem Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Local Office** is responsible for:
 - Selecting trainees based on the needs of the local office and the geographic area.
 - Ensuring that the trainee meets the training and experience requirements included in the Wildland Fire Qualification Subsystem Guide 310-1.
 - Issuing PTBs to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Providing an evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per local policy.
 - Issuing proof of certification.
2. The **individual** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.

- Providing background information to an evaluator.
 - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
 - Assuring the Evaluation Record is complete.
 - Notifying local office personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of each PTB.
 - Signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
4. The **Training Specialist** is responsible for:
- Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Providing PTBs to approved trainees on the incident when local agency was unable to provide them.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.

QUALIFICATION RECORD

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p><u>GENERAL</u></p> <p>1. <u>Obtain and assemble information and materials needed for kit.</u> Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Mobilization Guide). The basic information and materials needed are:</p> <ul style="list-style-type: none"> • FBAN Field Reference. • Belt weather kit. • Fire Behavior Processor T1-59, HP-71B. • Nomograms and/or tables. • Plastic ruler or scale with 1" increments. • Protractor. • Fire behavior worksheets. • Fire behavior forecast forms. • Spot weather forecast forms. • FBAN schedule of daily activities. • Fire characteristics chart. 	O		

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 I = task must be performed on an incident (flood, fire, search & rescue, etc.)
 W = task must be performed on a wildfire incident
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.

QUALIFICATION RECORD
Continuation Sheet

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>MOBILIZATION</u> 2. <u>Obtain complete information from dispatch upon initial activation.</u> <ul style="list-style-type: none"> • Incident name. • Incident order number. • Request number. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio). • Request a spot weather forecast. • Order meteorologist and air transportable modular unit with support if conditions warrant. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. <u>Gather information necessary to assess incident assignment and determine immediate needs and actions.</u></p> <ul style="list-style-type: none"> Incident Commander's/supervisor's name, location, contact. Current resource commitments. Current situation. Expected duration of assignment. 	I		
<p><u>INCIDENT ACTIVITIES</u></p> <p>4. <u>Arrive at incident.</u></p> <ul style="list-style-type: none"> Check in at check-in location according to agency guidelines and within acceptable time limits. Locate assigned location. Arrive properly equipped. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>5. <u>Obtain briefing from Situation Unit Leader, Planning Section Chief or local knowledgeable source.</u></p> <ul style="list-style-type: none"> • Understand location of assignment. • Understand information expected from you. • Develop common understanding of priorities, time limits for completion, method of communication, transportation, meetings, coordination with established contacts and fire behavior products needed to support planning. • Solicit information about <u>fire origin</u>, <u>wind characteristics</u>, <u>fuel type</u>, <u>fuel moisture</u>, <u>slope</u>, <u>fire status</u>, <u>suppression activities</u>, <u>areas of special concern</u> (private property, structures, developments, wilderness, etc.). • Discuss the need for meteorologist and air transportable modular unit and their ordering. • Obtain names of local knowledgeable individuals. 	W		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>6. <u>Obtain incident base map.</u></p> <ul style="list-style-type: none"> Obtain during initial operational period through Situation Unit Leader. Obtain maps of a scale that illustrates geographical detail and accommodates potential incident expansion. Topographic maps of 1:24,000 scale are ideal. 	W		
<p>7. <u>Organize and supervise.</u></p> <ul style="list-style-type: none"> Identify need for subordinates. Order subordinates, coordinating with Situation and Resource Unit Leaders approved by Planning Section Chief, through Logistics. Brief and keep subordinates briefed. Establish work area. Make assignments. Spot check work. Evaluate performance. Review and approve time. Develop teamwork. Resolve conflicts. Provide counseling and discipline when required. Identify excess resources and brief immediate supervisors 48 hours prior to being excess. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
8. <u>Organizes work area.</u> Consider key items: <ul style="list-style-type: none"> Acquire table(s); seating; additional supplies not in kit. Acquire communications equipment: radio, telephones, data communication equipment and operator. Establish filing system: card holders or racks organized by operational period and section. 	I		
9. <u>Obtain transportation.</u> <ul style="list-style-type: none"> Obtain transportation from the Ground Support Unit Leader. 	I		
10. <u>Obtain communications.</u> <ul style="list-style-type: none"> Obtain radio. Maintain appropriate contact with Planning and Operations Sections. 	I		
11. <u>Weather information.</u> <ul style="list-style-type: none"> Obtain short- and long-range weather forecasts for strategy and/or alternative control consideration. Review with Fire Weather Meteorologist the weather predication used to make fire behavior predictions. 	W		

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Continuation Sheet

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>12. <u>Information gathering.</u></p> <ul style="list-style-type: none"> Develop a network of information services available which includes locals, operations personnel, weather meteorologist, field observers, and other experts pertinent to the incident. Determine the need for additional sources of information. Coordinate with the Situation and Operations Units for the use of their personnel as field and weather observers and the information needed. Establish a schedule with all the sources for reporting the needed information which includes: <ul style="list-style-type: none"> <u>Progress of control, hazards, accuracy of fire behavior predictions, weather predictions, etc.</u> 	W		
<p>13. <u>Compile information.</u></p> <ul style="list-style-type: none"> Organize pertinent information in a manner which facilitates effective fire behavior analysis. 	W		

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POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>14. <u>Prepare fire behavior predictions</u></p> <ul style="list-style-type: none"> Analyze and document existing and current information. Prepare and document fire behavior predictions which include <u>expected fire location by time period, expected flame length and spread rates, spotting potential and maximum distance and probability of crown fire and extreme fire behavior.</u> 	W		

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QUALIFICATION RECORD
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POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>15. <u>Interpret fire behavior predictions and explain processor output to facilitate planning:</u></p> <ul style="list-style-type: none"> • Participate in escaped fire situation analysis (EFSA) development and/or updating of the EFSA. • Interact with Planning and Operations Sections on the probabilities of success and effects on incident objectives of planned and proposed fire suppression tactics and strategy using information on predicted and observed fire behavior. • Provide fire behavior and weather information to Situation Unit for use in ICS Form 209. • Support other personnel (Logistics, Air Operations, etc.) with fire behavior and weather information as needed. • Respond to special requests through appropriate channels within timeframe specified by Planning Section Chief; e.g., long-range spread predictions, backfire/burn-out plans, and prescriptions. 	W		

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POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>16. <u>Fire behavior forecast.</u></p> <ul style="list-style-type: none"> • Prepare written fire behavior forecast within the timeframes specified by the Planning Section Chief which includes: <u>weather, general and specific fire behavior by division, fire behavior safety, impacts of fire behavior on air operations, and smoke production.</u> • Present fire weather at operational shift briefings. 	W		
<p>17. <u>Monitor weather and fire behavior.</u></p> <ul style="list-style-type: none"> • Compare actual weather and fire behavior with predicted. • Adjust fire behavior predictions in operations plan as needed in response to current actual conditions. • Immediately notify operations, planning and logistics sections of needed adjustments in fire behavior and weather forecasts which may affect fire fighting safety and alter what's appropriate tactics. • Refine fire behavior and weather forecasts as meteorologist and FBAN become familiar with local conditions of fuels, weather and typography. 	W		

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Continuation Sheet

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
18. <u>Documentation.</u> <ul style="list-style-type: none"> Organize all materials assembled during incident (base maps, overlays, written forecasts, information from sources, etc.) and place in a protective box or folder. Deliver all materials assembled during the incident to the documentation unit. 	W		
19. <u>Replacement FBAN.</u> <ul style="list-style-type: none"> Brief replacement FBAN when possible before leaving the incident about all <u>aspects of the incident history, facilities, established timeframes and schedules, personnel, individuals serving as information forces, etc.</u> Work one operational period with replacement FBAN, if possible. 	W		
20. <u>Complete functions identified in Operations Guide 410-1 NIMS.</u>	I		
21. <u>Unit Log.</u> <ul style="list-style-type: none"> Maintain ICS Form 214 (Unit Log) with major activities as required. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: FIRE BEHAVIOR ANALYST (FBAN)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>DEMOBILIZATION</u> 22. <u>Demobilization and check-out</u> <ul style="list-style-type: none"> • Receive demobilization instructions from work supervisor. • Brief subordinates on procedures and responsibilities. • Insure that incident and agency demobilization procedures are followed. If required, ICS Form 221 (Demobilization Check-Out) is completed and turned in to appropriate person. 	I		

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INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, by simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

Evaluator's name, incident/office title & agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator's home unit address & phone: self explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record in order to indicate the circumstances under which a particular task was performed.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Type: Enter type of incident, e.g., wildfire, search and rescue, flood, etc.

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the individual was evaluated. This block may indicate a span of time covering several small and similar incidents if the individual has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

Mgt. Level: Indicate ICS organization level, i.e., Type 4, Type 3, Type 2, Type 1 or Area Command.

NFFL Fuel Model: For wildfire experience, enter number (1-13) of the fuel model in which the incident occurred and under which the individual was evaluated.

- | | |
|---------------------------------|--------------------------------|
| 1. Short Grass (1 foot) | 8. Closed Timber Litter |
| 2. Timber (grass & understory) | 9. Hardwood Litter |
| 3. Tall grass (2 1/2 feet) | 10. Timber (litter understory) |
| 4. Chaparral (6 feet) | 11. Light Logging Slash |
| 5. Brush (2 feet) | 12. Medium Logging Slash |
| 6. Dormant brush-Hardwood Slash | 13. Heavy Logging Slash |
| 7. Southern Rough | |

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME		TRAINEE POSITION			
#1	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed & dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory & suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

#2	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
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Evaluation Record (Continuation Sheet)

TRAINEE NAME		TRAINEE POSITION			
#3	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
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#4	Evaluator's name, incident/office title & agency:				
Evaluator's home unit address & phone:					
Location of Incident or Simulation (agency & area)	Incident Type (wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Mgt. Level (Area Command, Type 1, 2, 3, or 4)	NFFL Fuel Model
			to		
<p>The tasks initialed & dated by me have been performed under my supervision and in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee:</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and must complete all training (both mandatory & suggested) prior to further assignment as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					